



**Lebanese American University**

**UNIVERSITY SCHOLARSHIP PROGRAM - V  
AID-268-A-13-00004**

**QUARTERLY PROGRESS REPORT**

*Report number 4*

**REPORTING PERIOD:**

July – September 2014

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**SUBMITTED TO:**

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# IMPACT SUMMARY AS OF JUNE 2014

USP V - Year I PMP											
Indicator Number	Activity	Indicator	Target unit	Rationale Behind Targets		Year I (Oct 2012 to Sep 2013)					
					Baseline	Target Year I	Q1	Q2	Q3	Q4	Achieved Year I
Standard Indicators											
1		Number of individuals from underserved and/or disadvantaged groups accessing tertiary education programs	Scholars	As per agreement		56					
2		Number of individuals from underserved and/or disadvantaged groups trained as a result of USG Investments Involving Higher Education Institutions	scholars (Total)	As per agreement		56					
			Outside Beirut & Mount Lebanon Scholars	USAID guidance: at least 70% from outside Beirut & Mount Lebanon		39					
Life of Project Indicators											
3	Percentage of students with sustained academic average throughout the project lifetime as reflected in their cumulative GPA	Determines students commitment and effectiveness of academic advising	% of scholars	As per agreement	90%	70%					
4	Retention & Graduation Rates	Students willingness / ability to succeed in the program	Number of scholars	As per agreement	NA	95%					
5	Percentage of students graduating with a cumulative GPA above 3	Indicator of number of distinguished students	% of scholars	As per agreement	NA	80%					
6	Percentage of students assuming leadership roles at LAU	Measure success of student-training-student	% of scholars	As per agreement	80%	80%					
7	Percentage of admitted students prepared for the labor market	Measures student readiness to compete in the labor market	% of scholars	As per agreement	NA	95%					

8	Percentage of admitted students not enrolled in a graduate study program and employed 3-6 months after graduation from LAU	Measure correlation between academic majors, career services, experiential learning and internship opportunities	% of scholars	As per agreement	NA	70%						
<b>Outreach: Advertisement and Production</b>												
9	Design Application, Brochure, Website, poster...	Promotional Materials Developed	Number of Promotional Materials Developed		4	4	4					
10	Advertising in leading newspapers	USP V advertised in 3 newspapers	Number of Advertisement	4 in each of the three newspapers	12	12	3	10				
11	LAU personnel highlighting USP V during their appearances in Lebanese Radio & TV stations	Number of media appearances	Media appearances	Generate more publicity for USP V	1	1	1					
12	Distribute the USP V brochure to public high schools throughout Lebanon	USP V brochure distributed	Number of Brochures	Increase coverage and advertisement	7000	7000	96	9288				
13	Distribute the USP V brochure to public high schools throughout Lebanon	Number of Public Schools Receiving Brochures and promotional items	Public high schools	Promote USP V directly in schools	239	240	4	268				
14	Admissions officers distribute Admissions & F.A. applications	Number of applications distributed	Applications	Facilitate the task of filling the application	4945	5000	63	6513				
15	Send electronic copies of the USP V brochure to LAU alumni & friends	USP V brochure sent electronically	LAU alumni & friends	USP III covered 15950 address	15949	15950	18396					
16	Promote USP V award in magazine, Alumni bulletin, president's report and Social Media	USP V Award promoted	LAU magazine, Alumni bulletin, president's report and Social Media	Promote USP V broadly	4	4	2					
<b>Recruitment</b>												
17	LAU Admission officers schedule meetings with public school principals & visit them & present USP V to their students	Number of public high schools visited	Public high schools	Promote USP V directly in schools	239	240	78	164				
		Number of public technical schools visited	Technical schools	Promote USP V directly in schools		30	1	59				

18		Number of Students attended LAU school visits	approximate number of students in the public school	Promote USP V directly in schools	USP III reached out to 17341 students	15000	6086	13556			
<b>Career Counseling</b>											
19	Organize a special career counseling workshop for the top interviewed candidates	Number of scholars attending the career counseling workshop	Number of scholars		108	120				102	
<b>Orientation</b>											
20	Invite scholars to a special multi-day orientation program given by the USP V:director/coordinator/faculty/ and staff and student mentors/orientation leaders	Number of scholars attending the multi-day orientation program	Number of scholars	The number of recipients of this award is 56	85	56				59	
21		Number of Orientation Sessions held for USP V Scholars	Sessions	USP V specific orientation and LAU general orientation	2	2				2	
<b>Housing and Other Facilities</b>											
22	Admit Students to LAU Dorms or LAU sponsored housing	Number of Scholars admitted to student housing	scholars (Total)	as per the award	76	38				41	
<b>Intensive English and Tutoring</b>											
23		Number of Scholars admitted to intensive English - one semester	scholars (Total)	Estimate: same % of USP III	22	14				19	
24		Number of Scholars admitted to intensive English - two semesters	scholars (Total)	Estimate: same % of USP III	14	9				6	

## PROGRESS SUMMARY

### USP V - Year I Work Plan

Activities	Output	Status	Owner	Q1			Q2			Q3			Q4		
				Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014
Advertisement and Production															
Design new and comprehensive Admission and Financial Aid applications	Design completed	Completed	AVP EM	x	x	x									
Secure MEHE authorization to visit public schools and follow up on MEHE informative letter sent to schools	MEHE and public schools informed	Completed			x										
Advertise in leading newspapers and social media in Lebanon	Advertisement complete	Completed	AVP EM		x	x	x	x							
Develop a USP V brochure	USP V brochure developed	Completed	AVP EM	x	x										
Secure USAID concurrence on the advertising materials	USAID approval collected	Completed													
Schedule meetings with public school principals including technical schools, visit them, & present USP V to their students	Public high schools visited & USP V presented	Completed	Admission Offices		x	x	x	x	x						
Distribute Admission and FA applications to public schools	Admission & F.A. applications distributed	Completed	Admission Offices		x	x	x	x	x						
Distribute the USP V brochure to public high schools throughout Lebanon	USP V brochure distributed	Completed	Admission Offices		x	x	x	x	x						
Send electronic copies of the USP V brochure to LAU alumni & friends	USP V brochure sent electronically	Completed	AVP EM			x									
Recruitment & Selection															
Receive applications	Applications received	Completed	Admission Offices		x	x	x	x	x						
Review submitted applications and highlight missing documents	applicants are informed about missing documents	Completed	Admission Offices		x	x	x	x	x	x					
Align with the testing office on specific testing windows for USP V applicants	Testing dates set	Completed				x	x	x							

Identify students who will be invited for testing based on their high school grades	Scholars invited for testing	Completed	AVP EM& Admission Offices								x	x	x			
<b>Schedule meetings for overall review of students database: region, gender, school grades, English and sophomore exam grades</b>	Students evaluated	Completed	Selection Committee								x	x	x	x		
Identify a list of top candidates who will be invited for interviews	Scholars invited for Admissions and Financial Aid interviews	Completed	AVP EM& Admission Offices									x	x	x	x	
Collect BAC II and technical Baccalaureate results of shortlisted candidates	BAC II results collected	NA	Admission Offices											X	X	
<b>Schedule meetings for the review of tested students database: region, gender, school grades, English and sophomore exam grades, interview performance, financial aid assessment and BAC II results</b>	Students evaluated	Completed	Selection Committee										x	x	x	
Select a preliminary list of 56 finalists	56 scholars highlighted for potential selection	Completed	Selection Committee										x	x	x	
Create a waiting list of 2 <sup>nd</sup> tier applicants	Waiting list created	Completed	Selection Committee										x	x	x	
<b>Collect USAID approval on the 56 final candidates and the waiting list</b>	List reviewed and approved	Completed	AVP EM										x	x	x	
Send provisional acceptances to the selected 56 applicants	54 provisional acceptances sent	Completed	Admission Offices											x	x	
Send final acceptances to the selected 56 applicants	Final 54 acceptances sent	Completed	Admission Offices											x	x	x
Collect the signature of accepted scholars on anti-terrorist certifications	Anti-terrorist certificates signed by all selected scholars	Completed	Admission Offices											x	x	x
Provide USP V scholars with written confirmation of their scholarship & its details	Scholars receive their confirmation letters	Completed	Admission Offices											x	x	x
<b>Career Counseling</b>																





## **Program Summary**

1. Duration: the period of the agreement is September 30,2013 to September 29,2018
2. Objectives: LAU to enroll as of Fall 2014, 56 academically qualified and financially needy male and female students with demonstrated potential for leadership and civic engagement from both rural and urban areas, representing Lebanon's diverse confessional makeup.
3. Scope:
  - a. Students with regular baccalaureate degree may be enrolled in one the following 21 majors: Business, Chemistry, Communication Arts, Computer Science, Economics, Education, English, Graphic Design, Hospitality and Tourism Management, Mathematics, Nursing, Nutrition, Political Science, International Affairs, Psychology, Social Work, Civil Engineering, Computer Engineering, Electrical Engineering, Industrial Engineering and Mechanical Engineering.
  - b. Students with a technical baccalaureate degree may be enrolled in one of the following 8 majors: Business, Communication Arts, Education, Hospitality and Tourism Management, International Affairs, Nursing, Political Science and Psychology.
  - c. The award will cover: Tuition fees for the duration of the program including one preparatory year if needed, Medical Insurance, Book allowance, Student housing or Transportation Allowance, a Monthly Stipend for a maximum of 11 months per year and a Laptop.
4. Key Activities and Phases:
  - a. Advertisement and production
  - b. Recruitment
  - c. Orientation
  - d. Housing and other facilities
  - e. Intensive English and Tutoring
  - f. Academic Formation
  - g. Extra-curricular activities and Leadership
  - h. Career Development and Internships

## **Progress during this Quarter – Key Achievements**

The focus in Quarter IV was to run the interviews, shortlist final applicants, generate a waiting list and enroll selected candidates in LAU effective Fall 2014.

## **Detailed Progress**

### **I - Students Selection and Enrollment**

- On July 22<sup>nd</sup>, the selection committee met and selected 56 applicants for acceptance. Another 52 students were placed on the waiting list.
- The selection process was placed on hold until USAID issues a formal guidance on the finalists' selection in the absence of the Official Lebanese Baccalaureate correction and results.

- Accordingly LAU proceeded with its contingency plan and shared with USAID on August 21 an updated list of 56 finalists and 52 students on the waiting list. The below criteria were followed for the final selection:
  - a. SE scores
  - b. EEE results
  - c. Interview Results
  - d. Grade 10 & 11 combined average of 12 /20 or more
- On August 25 the admission offices contacted the 56 finalists, informed them about their acceptance and asked them to come to LAU to:
  - a. sign the official admission letter
  - b. sign the anti-terrorism certification
  - c. receive the orientation date and introduction materials.
- On August 28 LAU sent the detailed request to recruit 3 additional students under USP V
- The 59 selected students met both the gender and geographic distribution required
- Due to cost savings under USP III. LAU requested on August 29 to recruit 8 additional students from the pool of USP V waiting list. 5 names were approved by USAID on the same day. The remaining 3 were replaced and the newly proposed names were approved on September 10.

## II- Career Counseling Workshop:

Applicants placed on the finalist and waiting lists were invited to attend a career counseling workshop on Monday August 18 in Beirut campus (Annex I). The objective of the workshop was to:

- Confirm the chosen majors
- Confirm dorms need
- Confirm if students are interested in a teaching degree
- Explain the potential careers associated with different majors

This workshop was led by LAU career guidance professionals in both campuses, and attended by LAU USP management and representatives from the different schools.

As an immediate outcome of the workshop 9 students changed their choice of major under the scholarship.

## III – Students Orientation and Registration

USP V students underwent 2 types of orientation: a specific orientation (organized by the Outreach & Civic Engagement unit) which took place on September 4, 2014 and on September 27, 2014 (Annex II) as well as their general orientation (organized by the Deans of Students' offices in both Beirut and Byblos) which was between September 8 and September 16, 2014 depending on the campus and the major.

## Challenges during this Quarter

The main challenge faced was in securing USAID approval on the contingency plan in the absence of BAC II results and informing students about their selection before the start of Fall 2014 semester.

## Annexes

### Annex I: Agenda of the Career Counseling Workshop



#### USP V Pre-Orientation

Monday 18<sup>th</sup> of August 2014

#### BB 903- LAU Beirut

9:30 – 10:00	Arrival and Registration Collection of Grade 12 transcripts	
10:00 – 10:15	Introduction	USP Management team
10:15 – 12:15	Career Guidance workshop	
12:15 – 12:30	Forms fill-out <ul style="list-style-type: none"><li>• Dorms' request form</li><li>• Major confirmation form</li></ul>	

### Annex II: USP V Specific Orientation Sep 4, 2014



#### **The USAID University Scholarship Program Orientation**

USP V students will undergo an obligatory multi-day orientation:

1. **Specific orientation** (organized by the Outreach & Civic Engagement unit) which will take place on September 4, 2014 and on September 27, 2014
2. **General orientation** (organized by the Deans of Students' offices in both Beirut and Byblos) which will be during the week of September 8-10 in Beirut and September 15-16 in Byblos, depending on the students' major and class.

Below is a detailed schedule of the orientation:

### **USP SPECIFIC ORIENTATION- Day I:**

#### **Thursday September 04, 2014: (Beirut Campus - Business Building 903)**

This day will be specific for USP students. On this day, students will be receiving all sorts of information pertaining to the specifics of their grant as well as their rights and responsibilities towards it. They will get introduced to USAID and its programs in Lebanon, the USP Management at LAU, the Outreach and Civic Engagement unit (OCE) which will be in charge of developing their leadership capacities and their well-being, as well as to get a chance to ask any questions that they still have regarding the scholarship and LAU in general . Below is the schedule of the day:

<b>Time</b>	<b>Presentation</b>	<b>Speaker</b>
<b>8:30 - 9:00</b>	<b>Registration Distribution of USP orientation material</b>	
<b>Introductions</b>		
<b>9:00-9:05</b>	<b>Word of Welcome</b>	TBA
<b>9:05- 9:10</b>	About Student Development & Enrolment Management at LAU	Vice President for Student Development & Enrollment Management
<b>9:10-9:30</b>	Admissions Welcoming How the students were selected & transition to The Outreach and Civic Engagement Unit	Recruitment and Selection Coordinator – Assistant Vice President for Enrollment Management
<b>9:30-10:00</b>	OCE Welcoming What it is OCE, its activities and functions	USP Program Director
<b>10:00-10:30</b>	<b>Break and informal mingling with students</b>	
<b>Grant Specifics and Services</b>		
<b>10:30-10:45</b>	Grant Specifics Stipend, bank accounts, contact people etc.	Assistant Vice President for Finance-Budget and Grants
<b>10:45-11:05</b>	Managing Household Finances	TBA
<b>11:05-11:20</b>	Student services : Career guidance and student life	Career Guidance Associate Manager
<b>11:20-11:30</b>	Student Clubs: Introduction to student life	Senior Program Coordinator
<b>11:30-11:50</b>	Dorms: Pictures, rules and regulations, what's around them, shuttle services etc...	Dorms Representative
<b>11:50-12:30</b>	Q&A about the grant and LAU in general	Panel Discussion:
<b>12:30-12:50</b>	Student Mentors Introductions to what they do	OCE (Outreach and Civic Engagement Office)
<b>12:50-1:50</b>	<b>Lunch with USP V Scholars</b>	
<b>2:00</b>	Group Pictures & Campus Tour	

### **General Orientation:**

**September 8 – September 10, 2014 (Beirut Campus)**

**September 11 (Nursing Student Orientation)**

**September 15 – September 16, 2014 (Byblos Campus)**

Students will be expected to come on one day for their **general orientation**. The day will be determined depending on major and campus. On the day of orientation, students will receive the LAU orientation package and their contract sheets. They will be initiated to LAU with a movie, a welcoming word from the Dean of Students and a presentation that includes information as to the different services provided by the Dean of Student's Office, Financial Aid, and Outreach and Civic Engagement Services. Moreover, the day will include an online presentation and hands-on training on advising and registration procedures, a session on discovering the major and potential related careers, and a campus tour. **(Detailed schedule of the Beirut and Byblos campuses general orientation will be distributed to the students on their Specific Orientation)**

### **Advising & Registration:**

**September 11- 16th (Registration for all students including the USP V students):**

The USP V students will have to finish their advising/registration during that period. The advising and registration takes one day.

### **USP SPECIFIC ORIENTATION- Day II**

**Saturday September 27, 2014 (Byblos Campus- Frem 201)**

Students will undergo in this day a series of team building, leadership and group formation exercises in addition to a workshop on Household Finances. This is extremely important so as to form a coherent group of students, build a sense of community, create an "ensemble" and initiate them to the program.

The workshop will be introduced by the Program Director (executive director of outreach and civic engagement-) and will be given by USP and OCE staff with a significant contribution from the USP I, II and III students and a cohort of OCE student leaders. The orientation will also include a 'computer literacy' workshop.

**Annex II:** USP V Specific Orientation Sep 27, 2014



**USP V Orientation- Day II**

**“Initiation to Leadership”**

**Saturday 27<sup>th</sup> September 2014**

**Frem 201- LAU Byblos**

Time	Activity	Speakers
9:00 – 9:30	Arrival and Registration	
9:30 – 9:40	LAU Word of Welcome	
9:40 – 9:50	Word of USAID	USAID Mission Director
9:50 – 10:00	Introduction to the orientation day + Group Picture	USP Management team and Outreach & Civic Engagement team Old USP scholars’ testimonies
10:00 – 10:30	Informal Mingling with USAID Officials and Breakfast	
10:30 – 11:30	Computer Literacy Workshop	
11:30 – 13:30	Team Building and Group Formation exercises	OCE team and USP scholars
13:30 – 14:30	Lunch	
14:30 – 15:30	“What does it take to be a successful USP scholar?”	Program Director